



**TEACHER & ACTIVITY
LEADER
JOB DESCRIPTION**



Teacher - Main duties and responsibilities:

1. Being committed to safeguarding and promoting the welfare of our students and ensuring that they are protected from physical or emotional harm (see separate Child Protection Policy)
2. Teaching English to groups and/or individual students as requested by the Director of Studies
3. Lesson planning and preparation: each week you will teach to the prescribed syllabus. As part of the lesson you should also prepare the students for their excursions and other activities. Project work should be centred on the teaching syllabus
4. Creating a scheme of work at the start of each week to be displayed in the classroom
5. Preparing daily lesson plans in advance
6. Keeping a plan of your lessons which should be handed to the Director of Studies at the end of each week
7. Attending all staff meetings for information, updates and clarification
8. Attending a planning session of day one of each week
9. Attending and contributing to training sessions
10. Marking and providing appropriate feedback on students' oral and written work
11. Ensuring that lessons start and finish punctually
12. Ensuring that any materials or equipment are in place before the lesson is due to start
13. Testing of students and assisting with the placement of students in classes
14. Assisting the Director of Studies or Centre Manager in his or her daily duties
15. Keeping students' attendance and progress records and any other records which may be requested
16. Reporting student absences or sickness to the Director of Studies as soon as possible
17. Producing student leaving certificates and reports if requested
18. Ensuring that each classroom is left in a clean and tidy condition after each lesson and that all books and equipment are returned to the staff room
19. Notifying the Director of Studies of any persistent misbehaviour
20. Performance of any other duties which may reasonably be required in the furtherance of Weymouth English Centre's teaching or other operations. You also agree that you and the Weymouth English Centre may vary these duties from time to time by mutual agreement



Activity Leader - Main duties and responsibilities:

1. Welcoming new students
2. Being committed to safeguarding and promoting the welfare of our students and ensuring that they are protected from physical or emotional harm (see separate Child Protection Policy)
3. Accompanying the students on activities and outings on their programme as agreed with the Activities Manager
4. Maintaining proper levels of student discipline, safety and welfare at all times
5. Being familiar with relevant risk assessment(s) in advance of each activity
6. Explaining the activities to the students in a clear and positive manner and keeping them well informed
7. Giving the students information in a clear and positive manner about the places they see on any sightseeing trips or town tours
8. Encouraging all students to take part in the activities
9. Identifying struggling students and making sure they are included
10. Ensuring that activities start and finish punctually
11. Clearly explaining meeting points and times
12. Making sure that all students are given staff contact cards when out on an excursion
13. Checking that one leader has collected and is carrying a First Aid kit
14. Carrying and answering the WEC phone when on duty
15. Logging any accidents in the Accident Book
16. Putting away any equipment and leaving premises in a tidy condition after each activity
17. Informing the Activities Manager (AM) or the Centre Manager (CM) if AM not available, about any lost or broken equipment
18. Checking coaches for lost property at the end of each trip
19. Informing the AM or the CM if AM not available, about any problems during any activities
20. Informing the AM or the CM if AM not available about any accidents / First Aid that was provided
21. Providing feedback on the activities and outings to the AM or the CM if AM not available
22. Attending staff meetings as required
23. Any other duties which the AM or CM may reasonably request